ACSA/STANAG ORDERS PROCESSING
and
TRACKING PROCEDURES

DENISE
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21st Theater Support Command

Purpose:

To brief proposed process for accurately tracking ACSA/STANAG execution within the 21st TSC, so data will be reported annually as required.

What is Currently Working Well?

- **Attending this Conference to gain understanding of process and reporting requirements.**

- **Cooperative attitude of Comptroller personnel to develop a process to capture execution data for reporting.**

- **Professional, experienced, problem-solving 21st TSC staff.**

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What can be changed/done differently?

- **Communicate**--Share information! Keep everyone in the loop!

- **Educate:** Insure all parties understand process, including functionals within your AOR and that all know their role in the process. If in doubt, ask questions!

- **Document:** Insure a copy of the STANAG, AE Form 12-16A-R, is attached to every commitment document to aid in identifying as an ACSA transaction for reporting. Determine what data is necessary for reporting and in what format.

- **Tracking Mechanism:** Develop automated system to track data required for reporting purposes. Follow-up on order until closed.

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STANAG ORIGINATES:
21st TSC G5
Host Nation Agreements Officer Provides Copy To:

STANAG Copy to:
Agreements Coordinator For Back Up Repository

Prepares PR&C OR

Follows up on payment data till closed.

HQs Staff
200th MMC
1st TMCA
29th SG
37th Trans

21st TSC Functionals Prepare PR&C, etc. Send to:

21st TSC CMD Branch RM Fund Cites Commitment Doc. Sends Copy To:

21st TSC Bud Exec Br Reports To:

OR

BMC KIC
MAM MLC
MAV

GSC-E Functionals Prepare PR&C, etc. Send to:

GSC-E RM Fund Cites Commitment Doc. Send To:

266th Fin (Mr. Winnbush) Reports To:

USAEUR Agreements POC

Follows up On payment Data till closed.

First In Support!

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POCS:*

For Agreements

Agreements Coordinator, Judy Ericksen 484-7010

Host Nations Agreements, Dr. Stokes: 484-8636

For ACSA Execution

Ch, Budget Execution, Volker Lattauer, 484-7054

Ch, Cmd Branch, Hector Ramos, 484-7011

GSC-E, Ch, Business Fin Prg Mgmt, Leonard Smith, 483-3218

* All E-mails are found on the global net

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QUESTIONS ?